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Subject: Employer Newsletter



Hiring new employees means a lot of first days on the job and a lot of time and money spent while new staff members get up to speed. Wouldn't it be great if you could shrink the time it takes for a new employee to reach their full potential on the job?

You can, with onboarding! Onboarding is not an event, it is the process of bringing employees into new organizations and roles to ensure that they have what they need to be successful in the

shortest amount of time.

The following three components are essential to effective onboarding:

- Address people needs (create opportunities for new employees to build relationships)
- Address organizational needs (help them learn about the organization and how they fit in it) and
- Address resources and support needs (provide processes, procedures, policies, resources, and tools to help them do the job)

A successful onboarding program doesn't begin on an employee's first day, it actually begins during the recruitment and hiring process, by providing lots of information about your workplace and culture on your website. By doing this you are more likely to attract candidates who are engaged with your goals and company culture and more likely to become highly productive employees.

But don't confuse onboarding with orientation.

New employee orientation is often a one-time event welcoming them to your company and is a part of the onboarding process. Actual onboarding is a series of events over time, that helps new hires understand how they contribute to the overall success of the business and how they can be successful in their day-to-day job.

Here are several articles to help you build an onboarding program or take an existing program to the next level:

[Employee Onboarding: Positive New Employee Experience](#)

[12 Employee Onboarding Best Practices Every Business Owner Needs To Know](#)

[Onboarding: The New Hire Checklist](#)

Be sure to visit our [EMPLOYER EVENTS](#) page for the latest information on upcoming sponsorship and participation opportunities for job fairs, as well as other hiring and HR informational meetings.

Whether you are an employer looking to hire, train or retain a skilled workforce, or a worker looking for a new career in a well-paying occupation, Registered Apprenticeships can help you achieve your goals.

Click for more information on [Missouri's Registered Apprenticeship](#) program.

